

## First Incident

- No promise of confidentiality can be provided; member of staff must inform relevant Pastoral Leader.
- Pastoral Leader to see students involved, RP and log as a friendship issue on SIMs.
- Pastoral Leader to contact all parents to give information and outcome.
- Pastoral Leader to email tutors, subject teachers and Director of Progress & Enrichment.
- Pastoral Leader to review after 1 week.

## Second Incident

- No promise of confidentiality can be provided; member of staff must inform relevant Pastoral Leader.
- Pastoral Leader to see all students involved, RP and log as bullying on SIMs.
- Pastoral Leader to contact parents to give information and outcome.
- Pastoral Leader to email Head of Year and Assistant Principal (Student Entitlement).
- Head of Year to review after 1 week.

## Third Incident

- No promise of confidentiality can be provided; member of staff must inform relevant Pastoral Leader.
- Pastoral Leader to see all students involved and log as bullying on SIMs.
- Pastoral Leader to refer to Head of Year.
- Head of year to inform Assistant Principal (Student Entitlement) & Assistant Principal (Safeguarding).
- Head of Year to refer to academy Behaviour for Learning Policy for appropriate sanction.
- Head of Year to contact parents to give information and outcome.
- Safeguarding Team to involve external agencies.
- Head of Year/Safeguarding team to arrange meeting with parents.
- Head of Year/safeguarding team to review weekly for 2 weeks.

## Fourth Incident

- No promise of confidentiality can be provided; member of staff must inform relevant Pastoral Leader.
- Pastoral Leader to see all students involved and log as bullying on SIMs.
- Pastoral Leader to refer to Assistant Principal (Student Entitlement) & Assistant Principal (Safeguarding).
- Assistant Principals to refer to academy Behaviour for Learning Policy re appropriate sanctions.
- Assistant Principals to contact parents to give information and outcome.
- Assistant Principal (Student Entitlement) to issue fixed term exclusion.
- Assistant Principals to arrange meeting with all parents.
- Assistant Principal (Safeguarding) to continue to access interventions including from external agencies.